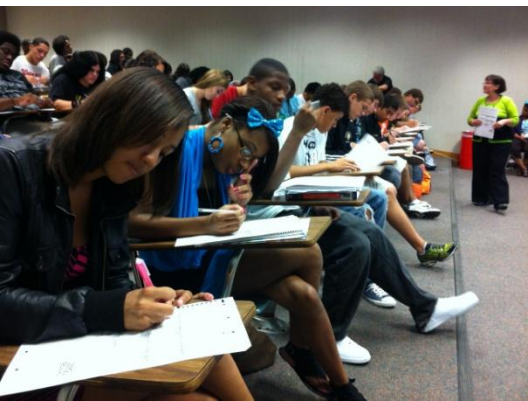# WELCOME TO
POLL WORKER TRAINING

MAY 6, 2014 PRIMARY ELECTION

ELECTION BASICS

- *When we vote*
- *How we vote*
- *Where we vote*

# Types of Elections

- **Primary**
  - Permits two major political parties to nominate candidates for November's general election
    - Voters must choose a Democrat OR Republican ballot
    - No longer a non-partisan option unless there is a referendum
  - In Indiana, primary election held in May
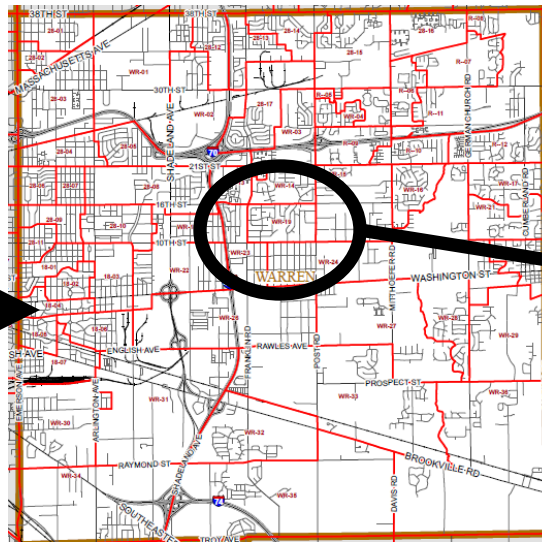- **General**
  - All candidates appear on one ballot
    - Now includes non-partisan school board candidates
  - Election held on same date in November across the country
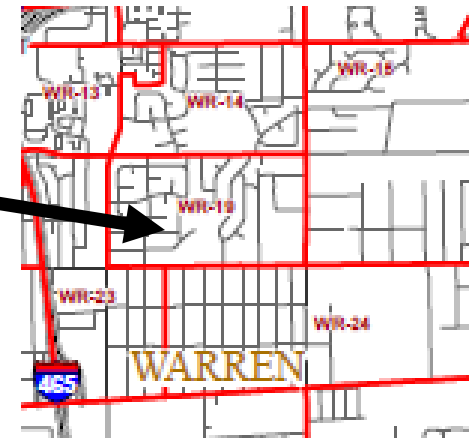
Precinct-Based Elections

- **Marion County is divided into townships and/or wards, which are made up of small areas called precincts.**
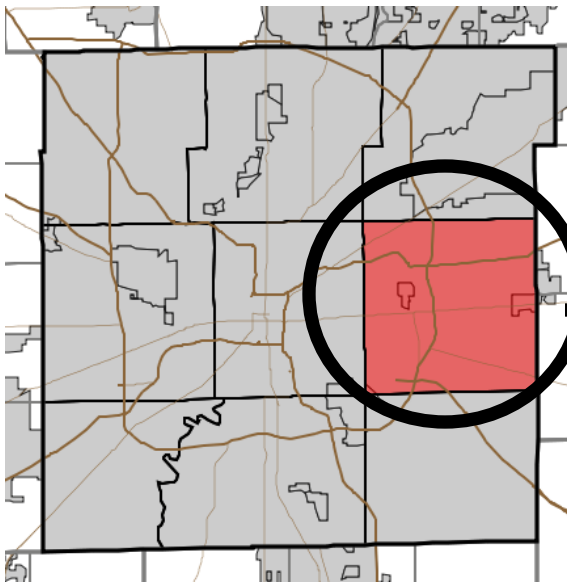
Marion County

Warren Township

Ward WR, Precinct 19

Precincts & Polling Locations

- **Precincts**
  - Smallest unit in a political subdivision
  - How precincts help run an election:
    - Determine where you go to vote on Election Day
    - Determines what voting districts you live in
  - Marion County now has 600 precincts
    - Mayor Ballard changed precinct lines in 2011, increasing the number from 590 to 600

Precincts & Polling Locations

- **Polling Locations**
  - Where people go to vote
  - About 290 polling locations in Marion County
    - Each polling location houses the polls for at least one, but often numerous precincts
  - Mayor's Office selects locations each election – always subject to change!
    - Find out where you go to vote:
      - Marion County's Voter Information Portal – indy.gov/VIP
      - Call our office at (317) 327-VOTE

Voter Registration Overview

- **Deadline generally 29 days before an election**

- **Requirements to register to vote:**
  - Must be a US citizen
  - Must be 18 on or before date of general election
    - Indiana law permits 17-year-olds to register and vote in the May primary election IF 18 by the date of November's election
  - Must live in your precinct 30 days before the election
  - Must not be currently serving a prison sentence
    - In Indiana, convicted felons do not permanently lose their right to vote
      - Must re-register to vote upon release
      - Indiana law permits individuals serving home detention, work release, probation and parole to register and vote

Poll Workers

- **Up to five poll workers staffing each precinct**
  - Inspector
    - 'Boss' of the precinct
    - Must work full day, attend training and pick up and deliver all voting materials
  - Two Judges (one Democrat, one Republican)
    - Check ID, assist voters
    - Can work a full OR half day
    - May travel with Inspector to deliver voting materials at end of day
  - Two Clerks (one Democrat, one Republican)
    - Manage the Poll Book, issue ballots, check ID
    - Can work a full OR half day

Precinct Election Board

- **The "governing body" of each precinct**

- **Made up of three members:**
  - Inspector
  - Two Judges

- **On Election Day, precinct election board can:**
  - Issue challenges
  - Decide on other election matters
    - Call the Inspector Hotline - 327-2000 - first!
    - Attorneys available to help you

Poll Workers

- **To serve as a poll worker:**
  - Must be a registered voter
    - Exceptions for student poll workers, who can serve as a Clerk or Judge IF they are 16- or 17-years old, have permission from their school and parent or guardian and have a 3.0 GPA
  - Attend training
  - Live in Marion County

State law does not permit candidates or their immediate family to be a poll worker in precincts where the candidate's name appears on the ballot.

Other Precinct "Officials"

- **Every non-voter MUST have a credential before entering the polling location**
  - Watchers
    - Appointed by the Democratic, Republican & Libertarian parties
      - NEW! Law change in 2013 permits county AND state parties to appoint a watcher
    - Can ask for a public vote count and observe but must not interfere with voting or assist voters
  - Media Watchers
    - Special credentials from MCEB or Secretary of State
    - Can film or photograph inside the polling location but must show poll workers their credential first
      - Receive instructions prior to Election Day on what can be filmed inside the location

Other Precinct "Officials"

- Poll book holders
  - Assigned by the two major political parties
  - Cannot obstruct voting, but may review Poll Book to determine who has voted
  - Clerks may record names of those who have signed the Poll Book and provide those names to poll book holder or watcher.
    - No voter obstruction or electioneering by Clerk, watcher or poll book holder. [IC 3-11-8-10.5]

ELECTION ESSENTIALS

- *Poll Book*
- *Voter ID*
- *Ballots and basic voting instructions*
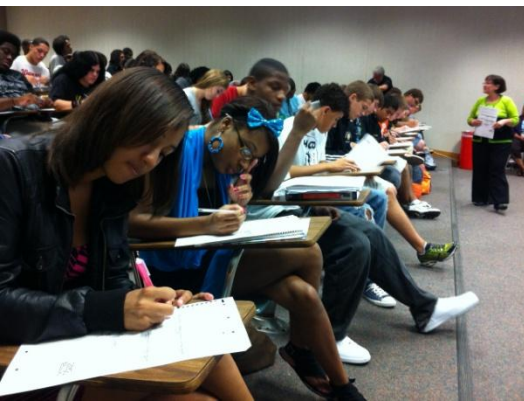
Basic Needs for Voting

- **Fundamentally, all a Precinct Election Board needs to allow voters to vote are:**
    1. Poll Book
        - Record of all registered voters in a precinct, which keeps track of who has voted to ensure one person=one vote
    2. Ballots
    3. Secure location to confidentially store uncounted ballots

- **Registered voter needs a qualifying photo ID**

Poll Book

- **List of every citizen registered to vote in a precinct**
  - Contains the name, address, date of birth and signature of each voter

- **Each precinct has one Poll Book**
  - Instructions on the cover as reference

When you open your sealed ballot case on Election Day, make sure you have the correct Poll Book by looking on the cover for your ward/precinct information.

Poll Book: Basics

DOB: 1/1/1900			*Paul Problem*
Affirmation of Residence Required		Split: A ABS	
RICH, SUSIE 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: ☐ Name/Address Change ☐	D ☐ R ☐ NP ☐ *SIGN HERE*	*Susie Rich*
		Split: A ABS	
VOTER, VALERIE 1234 ANYWHERE ST APT 235 INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: ☐ Name/Address Change ☐	D ☐ R ☐ NP *SIGN HERE*	
Affirmation of Residence Required		Split: A ABS	*Valerie Voter*

Name and Address Block
- Voter information listed alphabetically by last name
- Date of birth found under the voter's address

Scanned Signature
- Original signature provided by voter when they registered or updated their records
- Used to compare voter's signature in the Poll Book to the signature on file

Sign Here
- Location the voter signs <u>AFTER</u> the poll worker reviews their photo ID

Poll Book: Basics

Ballot Type
- In the primary election, a voter must select a Democratic (D) OR Republican (R) OR Non Partisan (NP)
    - *For 17-year olds, mark D OR R, making sure to provide correct 'special' ballot*
- Clerk must check the ballot type

ABS
- Abbreviation for "Absentee"
- Circle when processing list of absentee voters

Precinct Split
- If the precinct is "split" for any reason (meaning some precinct voters have different candidates on their ballot in particular race(s) than other precinct voters), the split is indicated here and denoted as A, B, C...

Poll Book: Basics

Proof of Residency
- Voter MUST show proof of residency to the Clerk: valid driver's license, bank statement, government check, government document, paycheck or utility bill.
- Clerk MUST enter proper residency code (See instructions in the front of Poll Book for more information)

DLN/SSN4
- If the voter ID number is not stored in the system, 'DLN/SS4: __' will print
- Clerk must request either the driver's license number or the last four digits of the voter's social security number
- Voter is not obligated to provide the information

Poll Book: Basics

VOTERS' POLL LIST: 2008 Primary Election   Marion County   Precinct FRA 001

ABSENTEE, AL
1278 ANYWHERE ST
INDIANAPOLIS, IN 46201-1111

DOB: 1/1/1900
Voter ID on File

Address Unchanged: ☐
Name/Address Change ☐

D ☐   R ☐   NP ☐

SIGN HERE

Need Current Signature

Split: A   ABS

Need Current Signature
- Message prints when a voter's signature is not stored in the system

Split: A   ABS

PROBLEM, PAUL
1301 ACME AVE
INDIANAPOLIS, IN 46201-1111

DOB: 1/1/1900
Voter ID on File
Affirmation of Residence Required

Address Unchanged: ☐
Name/Address Change ☐

D ☐   R ☐   NP ☐

SIGN HERE

Split: A   ABS

Paul Problem

Affirmation of Residence Required
- If the voter's registration is inactive, 'Affirmation of Residence Required' will print on the Poll List
- Voter must fill in their address

Poll Book: Basics

Name/Address Change

- If the voter's address has not changed, the Clerk can check the 'Address Unchanged' box
- If there is a name or address change, check this box AFTER voter completes the Name/Address Change Affidavit (VRG 4/12) found in the Inspector Binder
    - In cases where a name changes, the voter fills out the affidavit and signs the Poll Book with their new name
    - Before allowing a voter whose address has changed to vote, please refer to page 22 of the Secretary of State's handbook to determine if the voter is eligible to vote in your precinct. Depending on date and location of the move, a voter may have to return to their previous precinct or may not be eligible to vote at all.
- If you have questions, ask your Inspector to call 327-2000

Poll Book: Basics

MAYFLOWER, MICHAEL
1963 ANYWHERE ST
INDIANAPOLIS, IN 46201-1111
DOB: 11/1/19:0   Under 18
Voter ID on Fi

Under 18
- Residents who are 17 now but will be 18 before the November 6, 2014 general election can vote in the May 6 primary
- Next to their date of birth, 'Under 18' will appear
- Follow the same procedures for any voter; however, 17-year olds select either a Democratic or Republican Ballot only
    - Special 17-year old ballots are available

See next slide for 17-year old identifiers on the ballot

Poll Book: Basics

Voter ID

- **ID must meet ALL of the following FOUR requirements:**

  1. Photo
     - Should be a reasonable likeness

  2. Expiration Date
     - Must be current or expired after last General Election (Nov. 6, 2012)

  3. Government Issued
     - Issued by State of Indiana OR federal government
       – **Cannot accept out-of-state IDs**
       – State schools like IU, Purdue, Ivy Tech may be OK if they meet other requirements

Voter ID

4. Name on ID reasonably conforms with name in the Poll Book
   - Conform does not mean match exactly
   - People commonly use nicknames, middle names and initials as a substitute for their given name
   - Some examples of names that would conform with Robert John Crew
     - Robert John Crew   - Bob John Crew
     - Robert J. Crew   - Bob J. Crew
     - Robert Crew   - Bob Crew
     - R. John Crew   - John Crew
     - R.J. Crew   - J. Crew

- **For more information on Voter ID**
  - Secretary of State's Handbook, page 19
  - Inspector Binder contains Voter ID scenarios

Remember, Indiana law does NOT requires the address on the ID match the address in the Poll Book.

Voter ID
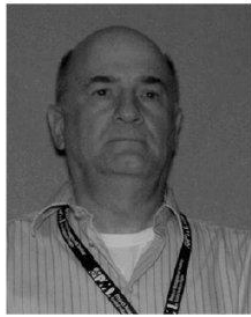
Temporary paper IDs issued by the State of Indiana are valid for voting purposes. Be sure to follow all the ID verification steps (i.e. valid or expired since the date of the last general election, include photo, name reasonably conforms) before letting the voter sign the Poll Book.

2014 Primary Election Ballot

- **Federal Offices**
  - US House of Representatives (Districts 5 & 7)
- **State Offices**
  - IN Senate
  - IN House of Representatives
    - Please note: **Secretary of State, State Treasurer and State Auditor** will NOT appear on the primary election ballot
      - Parties nominate these candidates at convention this summer
- **Judicial Offices**
  - Circuit Court Judge
  - Superior Court Judge
  - Township Small Claims Court Judge

2014 Primary Election Ballot

- **County/Local Offices**
  - Prosecutor
  - Sheriff
  - Clerk
  - Assessor
  - Recorder
  - Auditor
  - Township Trustee
  - Township Constable
  - Clermont Town Council
- **Party Office**
  - Precinct Committeeperson (D's only – Republicans elect in 2016)
  - State Convention Delegate (D& R)

- **Non-Partisan Public Question**
  - Decatur Township Schools

⚠ **Non-Partisan ballot option is ONLY available in Decatur Township**

Ballot Reminder

- **Voters must pick either a Democrat OR a Republican ballot in a Primary Election**
  - Indiana law requires the two major political parties to nominate candidates in May's Primary Election
    - Winners in May appear on November's General Election ballot along with other third- and minor party candidates
- **Only voters in <u>Decatur Township</u> will have a Non-Partisan Ballot option**
  - Public question will appear on the Democrat & Republican ballots in Decatur Township
    - Exception: 17-year old voters cannot vote on the public question and it will not be on this special ballot
  - For those Decatur Township voters who do NOT want to participate in a partisan primary, a non-partisan ballot is available

Do NOT forget to circle the voter's ballot choice in the poll book!

VOTING EQUIPMENT

- *Assemble M100 and iVotronic*
- *Tear down machines*
- *Remove and return electronic media*
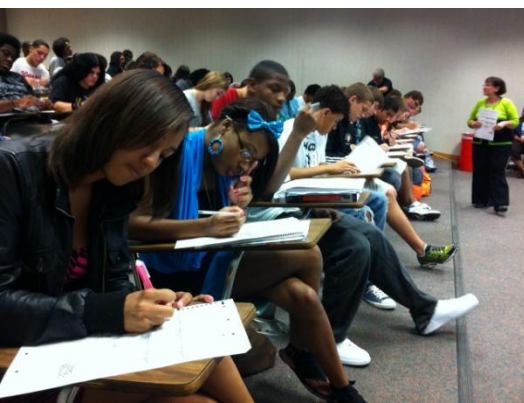
Two Types of Voting Equipment

Every PRECINCT will have on M100 or optical scan reader
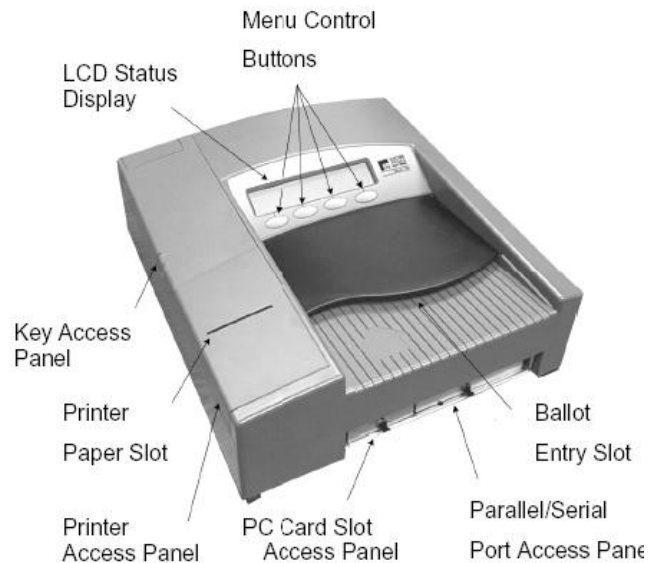
Every POLLING LOCATION will have at least one iVotronic or touch screen machine

Two Types of Voting Equipment

- **iVotronic**
  - Federal law requires voting equipment with accessibility functions to provide a confidential voting experience for voters with disabilities
    - Uses touch screen technology
    - Has Braille-enabled buttons and offers an audio ballot
  - iVotronic FIRST!
    - iVotronic must be initialized BEFORE the M100 otherwise a technician will need to come to the polling site to correct the error
- **M100**
  - Optical scan ballot reader
  - Uses a paper ballot

Sharing a Polling Site

- **In many cases, there will be two or more precincts at one location**
  - Work as a team with other poll workers
  - Precincts share one iVotronic
    - Tag on iVotronic indicates the precincts that share the machine
  - Each precinct will have its own M100
- **'Managing Precinct' Inspector has PEB & PEB reader**
  - Managing precinct is listed first on the iVotronic tag
  - Cannot initialize the other precincts' M100s until the managing precinct-is open
    - No Inspector can be late, but this Inspector <u>REALLY CAN'T</u> be late!

Setting Up iVotronic

Privacy Screens

iVotronic

Flash Card Port

VOTE Button

PEB Slot
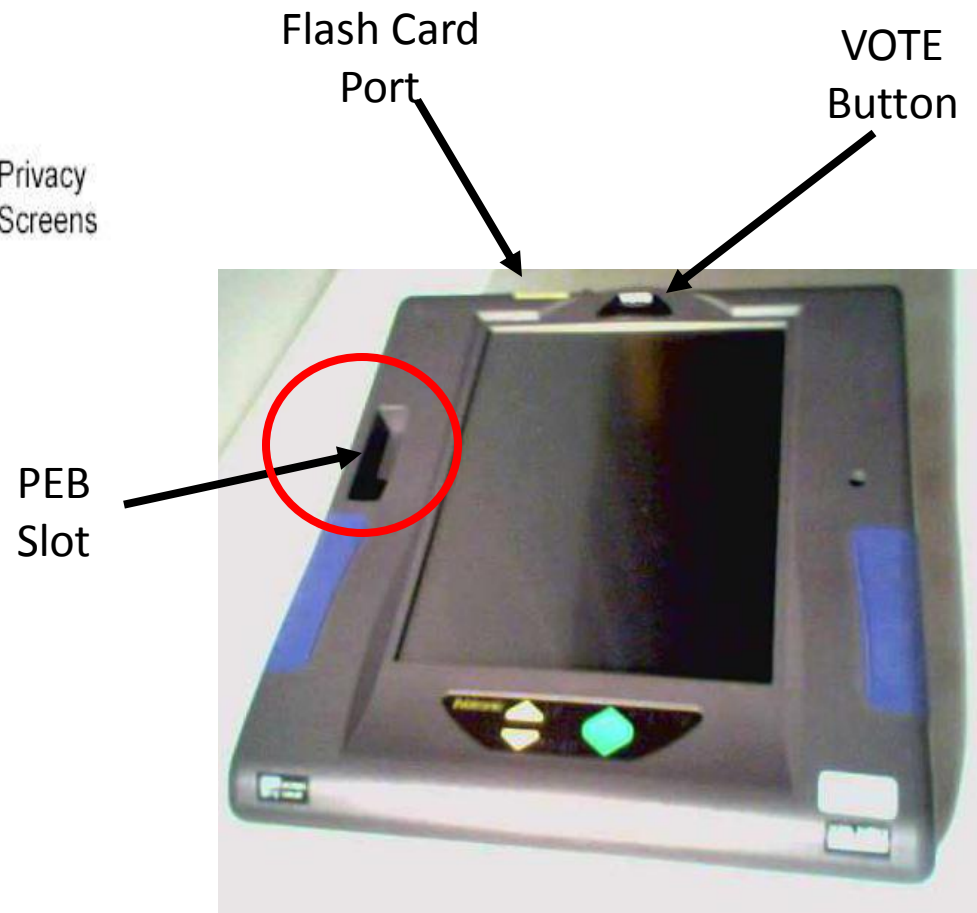
Setting Up iVotronic

- **Slide latch open on front of case**
  - Unwind power cord (Do NOT plug in yet!)
  - Remove legs and unfold them
- **Close cover and slide latch back**
- **Turn unit over**
- **Insert legs**
- **Turn unit upright (may take two people)**
- **Open cover**
- **Lift top and side privacy blinders**
  - Side blinders snap into place
- **Unsnap metal bar 'kickstand' under iVotronic near top**
- **Ensure power cable at top of iVotronic is plugged in**
- **Plug power cord into an outlet**

Initializing the iVotronic

- **Insert PEB into PEB slot**
  - Found to the left of the screen
  - Will fit only one way
- **Watch progress bar**
- **Confirm precinct info on touch screen**
- **When screen indicates, remove PEB**
- **Terminal will finish opening**
- **Press 'VOTE' button to exit**
- **iVotronic screen will go blank**

PEB

Setting Up M100

Menu Control Buttons

LCD Status Display

PEB Reader Plug

Key Access Panel

Printer Paper Slot

Printer Access Panel

PC Card Slot Access Panel

Ballot Entry Slot

Parallel/Serial Port Access Panel
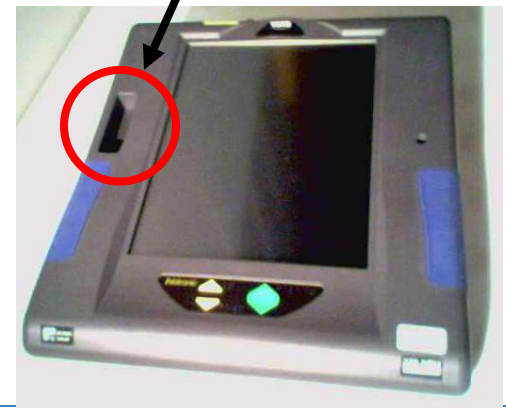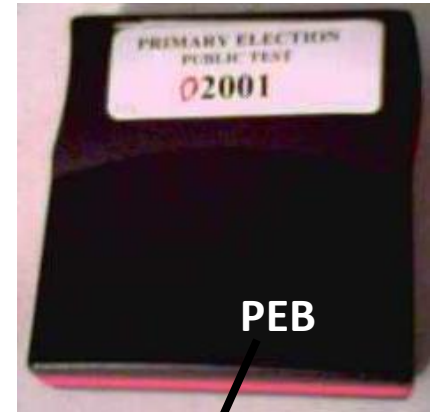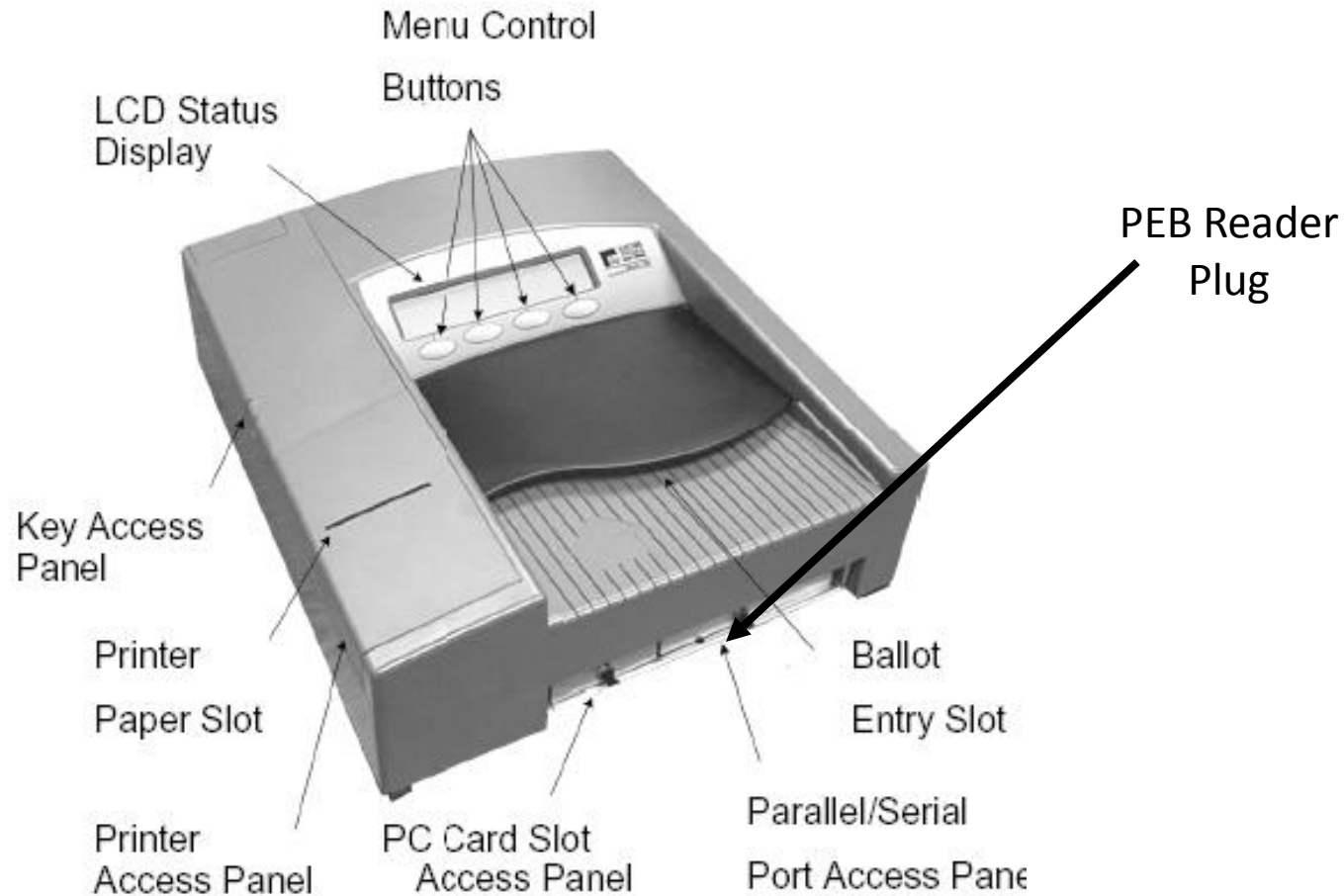
Setting Up M100

- **Find M100 keys in Inspector Binder**
  - Found in zipper pack
- **Use gold key to unlock access panel and lower door**
- **Remove lid**
- **Unlock ballot storage bin**
  - Remove power cord and 'official voting place' yard sign
  - Confirm no ballots inside
- **Lock ballot storage bin**
- **Unlock 'garage' door**
- **Slide scanner forward**
- **Insert power cord into hold found on left side of ballot storage bin**
- **Thread through and connect cord to back of scanner**
- **Slide scanner back without pinching cord**

Initializing M100

- **Plug power cord into wall outlet**
- **Bring over PEB and PEB reader**
  - PEB reader found in Ballot Transfer Case
  - PEB reader allows the iVotronic and M100 to 'talk' to each other and transfer data

PEB Reader

- **Connect PEB reader data cord to port found under 'garage door' of M100**
- **Plug PEB reader to power supply**
- **Open access panel to left of scanner**
- **Insert RED key and turn to 'open/close polls'**
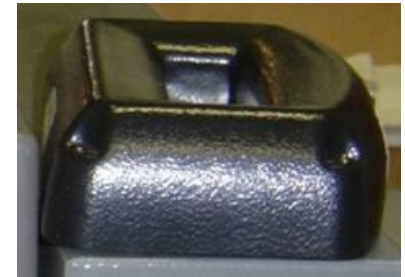
Initializing M100

- **M100 will initialize**
  - Message appears 'Open the Polls'
  - Press button below 'yes'
  - Turn key to 'vote' when prompted
- **Insert PEB into PEB reader**
- **M100 will beep and instruct you to connect PEB reader**
  - You've already done this, so press button under 'continue'
- **Zero tape should begin printing automatically**
- **Remove PEB when screen reads 'insert ballot'**
- **Disconnect PEB reader and store**
- **Close and lock control access panel door**
- **Secure keys**

Problems Setting Up Equipment?

- **Call Inspector Hotline (327-2000) immediately!**
- **Use fail-safe procedure and continue voting**
  - Ask voters to use paper ballots
  - Hold ballots in uncounted storage bin until a tech arrives
    - Found at front of M100
    - Unlock door
    - Fold down flap
    - Lock door into place
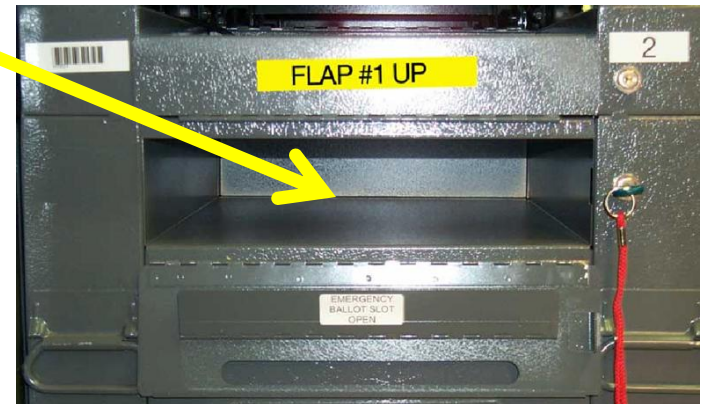
Shutting Down Equipment

- **After 6PM, shut down the iVotronic**
  - Write down the public count of voters
    - Found on the bottom of the screen
    - You'll need this information for your closing paperwork
  - Go to iVotronic and insert PEB
  - 'Close Polls Now' option will automatically appear
    - If a voter is in chute at 6PM and wants to use the iVotronic, press 'exit this menu' and proceed with voting

iVotronic MUST be closed first!

Shutting Down Equipment

– Follow the screen messages and do NOT remove PEB until instructed

– Review screen message

– Touch screen to turn off

– Remove seal (above VOTE button)

  • May need to use wire cutters

– Remove flash card

– Tear down iVotronic

  • Fold down privacy screens, remove legs, wind cord back in place

– Secure blue seal on the case

  • Found in the Inspector Binder's zipper pack
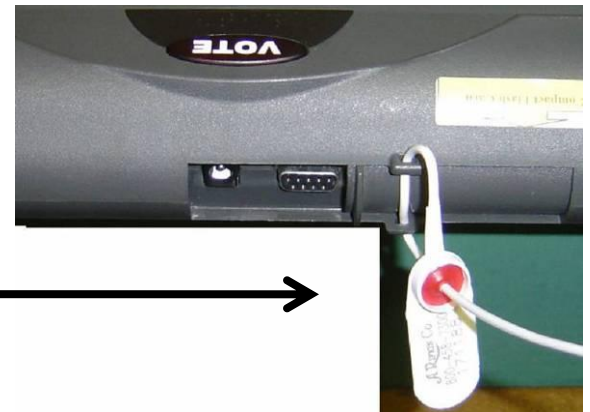
Shutting Down Equipment

- **After iVotronic is closed, shut down M100**
  - Remove all ballots from M100 compartments
  - Use red key to switch from 'VOTE' to 'OPEN/CLOSE'
  - Unlock control access panel
    - Front of M100
  - Connect PEB reader to scanner
  - Plug PEB reader into outlet
  - Press 'Close Polls' button on M100 scanner
  - Insert PEB into PEB reader
  - Select continue on M100 scanner

Shutting Down Equipment

– Print results tapes (automatic)

  • Inspector and Judge(s) sign one copy
  • Put signed copy in Totals Tape Envelope
    – Found in the Inspector Binder in the zipper pack
  • Print additional copies upon request
  • OK to read results out loud
– Turn key to OFF
– Remove PEB from PEB reader
– Disconnect PEB reader
  • Managing precinct returns PEB reader in Ballot Transfer Case
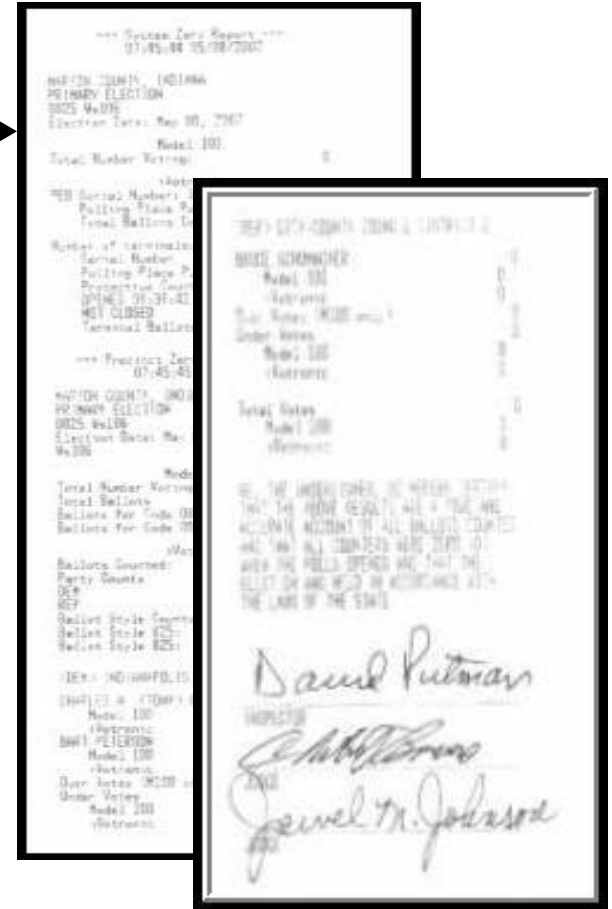
Shutting Down Voting Equipment

- Remove PEB from PEB reader
- Disconnect PEB reader
- Break padlock seal
  - Use wire cutters
- Remove M100 card
- Remove and secure ballots from box
- Unlock 'garage' door
- Slide scanner forward
- Remove power cord
- Slide scanner back
- Place cord in metal ballot box
- Replace lid and lock panel

Put Electronic Media in Bubble Pack

Every Precinct Returns

M100 Card

Found sealed in front of scanner in the 'garage' door

Managing Precincts Return:

M100 Card

Found sealed in front of scanner in the 'garage' door

+

PEB
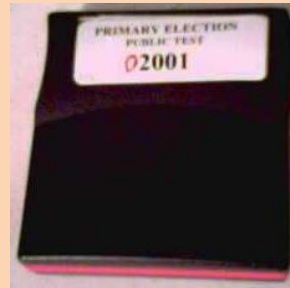
iVotronic Flash Card

Found sealed in rear of iVotronic

Secure Voting Equipment

- **Leave M100 and iVotronic in a secure location at the polling site**

You MUST tear down your equipment so that it can be removed from the site as quickly as possible after Election Day. Do NOT leave voting equipment assembled at the end of the voting day.

BEFORE ELECTION DAY

- *Pick up supplies*
- *Reach out to poll workers*
- *Call polling location*
- *Review poll worker materials*
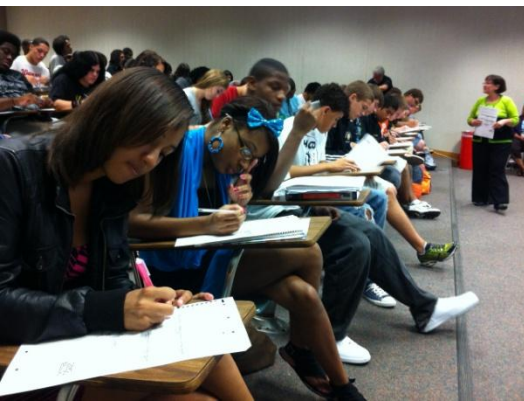
Supply Pick-Up

- **Inspector supply pick-up**
  - Saturday, May 3| 10AM to 4PM

- **Regional Locations**
  - Center: IPS School 15, 2302 E. Michigan St.
    - Center Township - Wards 1-17, 23, 25 & 30
  - Northeast: Belzer Middle School, 7555 E. 56th St
    - Lawrence & Washington Townships PLUS Wards 20, 21, 22, 27 & 31
  - Southeast: Arlington Elementary School, 5814 S. Arlington Ave.
    - Center Outside, Perry, Franklin & Warren Townships PLUS Wards 18, 26, 28
  - West: Chapelwood Elementary School, 1129 N. Girls School Rd.
    - Decatur, Pike & Wayne Townships PLUS Wards 19, 24, 29, 32

Election Supplies

- **These items are <u>OK</u> to open before Election Day:**
  - Folder
    - Names of poll workers and any additional instructions
  - Poll Kit (white cardboard supply box)
    - Contents:
      - Seals
      - Bags
      - Provisional Ballot Kit
      - Signs
      - Ink Pens
      - Magnifying Glass
      - iVotronic headphones
      - Wire Cutters
      - Calculator
      - Inspector Binder* (next slide)
      - Covers for iVotronic headphones
      - Tape
      - Maps

OK to open! Inspectors are encouraged to look at materials in the Poll Kit before Election Day. Missing an item? Call 327-2000.

Election Supplies

- **Inspector Binder**
  - Best resource to review before and on Election Day
  - Contents:
    - Keys to M100
    - Lanyards
    - Poll Worker Credentials
    - Envelopes (zero tape, totals tape, and Closed Polls)
    - Secretary of State's Handbook
    - Forms, such as:
      - Poll Worker Oath
      - Payment Voucher

OK to open! Inspectors are encouraged to review materials in the Binder before Election Day.

Election Supplies

- **Sealed plastic Ballot Transfer Case - <u>DO NOT OPEN!</u>**
  - Contents:
    - Ballots
    - Poll Book
    - <u>NEW! First List of Absentee Voters</u>
    - If managing precinct, you'll have materials for the polling site's iVotronic or touch screen voting machine:
      - Personalized Electronic Ballot (PEB)
      - PEB reader

DO NOT open the sealed ballot case until Election Day – it is illegal to do so!

Call Poll Workers

- **Clerks and Judges should be contacted by the Inspector prior to Election Day**
  - Information provided to Inspector at supply pick-up
  - Be sure to:
    - Share contact information
    - Arrive at 5AM
    - Bring food/drink

Call Polling Location

- **Inspector should call site prior to Election Day**
  - Site contact found in your folder
- **Be sure to:**
  - Confirm building will be unlocked by 5AM on Election Day
    - In some cases, keys will be provided to you before Election Day
  - Ask where voting equipment is located
  - Arrange a time to set-up the night before, if possible

OPENING THE POLLS

- *Set up your site – preferably the night before!*
- *Arrive at 5AM*
- *NEW! Process List of Absentee Voters*
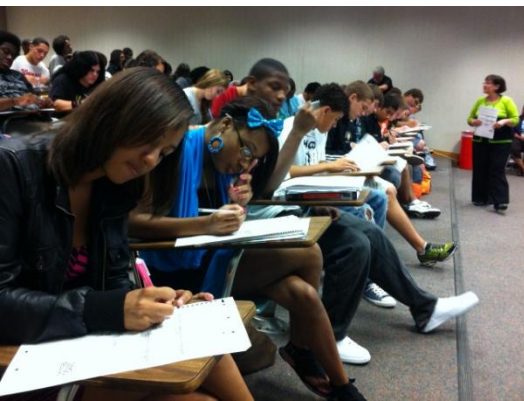
Night Before

- **Assemble blue voting booths**
  - Each precinct will have at least two blue "clamshell" cases:
    - Each case opens like a "clamshell" to provide two booths
      - Two "half-shell" table tops
      - Two privacy screens
      - Eight legs
    - Insert four legs into bottom of blue half-shell table top
    - Flip over
    - Insert privacy screen
    - Tape up voting instructions (found in Poll Kit) in each booth
    - Place ink pens in the booths

Night Before

- **Establish voter accessibility station**
  - Designate one table for voters with disabilities to use
    - Table height must accommodate a wheelchair or scooter user

- **Hang posters (found in Poll Kit):**
  - By entrance:
    - Sample ballots
    - Voters' bill of rights
    - Maps
  - By voting equipment:
    - ES&S posters for M100 and iVotronic

Night Before

- **Arrange tables and chairs (see next slide)**
  - Allow for smooth traffic flow
  - Provide enough unobstructed space for voters with disabilities to navigate your polling location
    - Preferable to give 5 square feet around voting booths and equipment for wheelchair/scooter users

- **Move voting equipment into place**

⚠ **DO NOT plug-in or turn on your voting equipment! Wait until the morning of the election to assemble equipment.**

Example: Site Layout
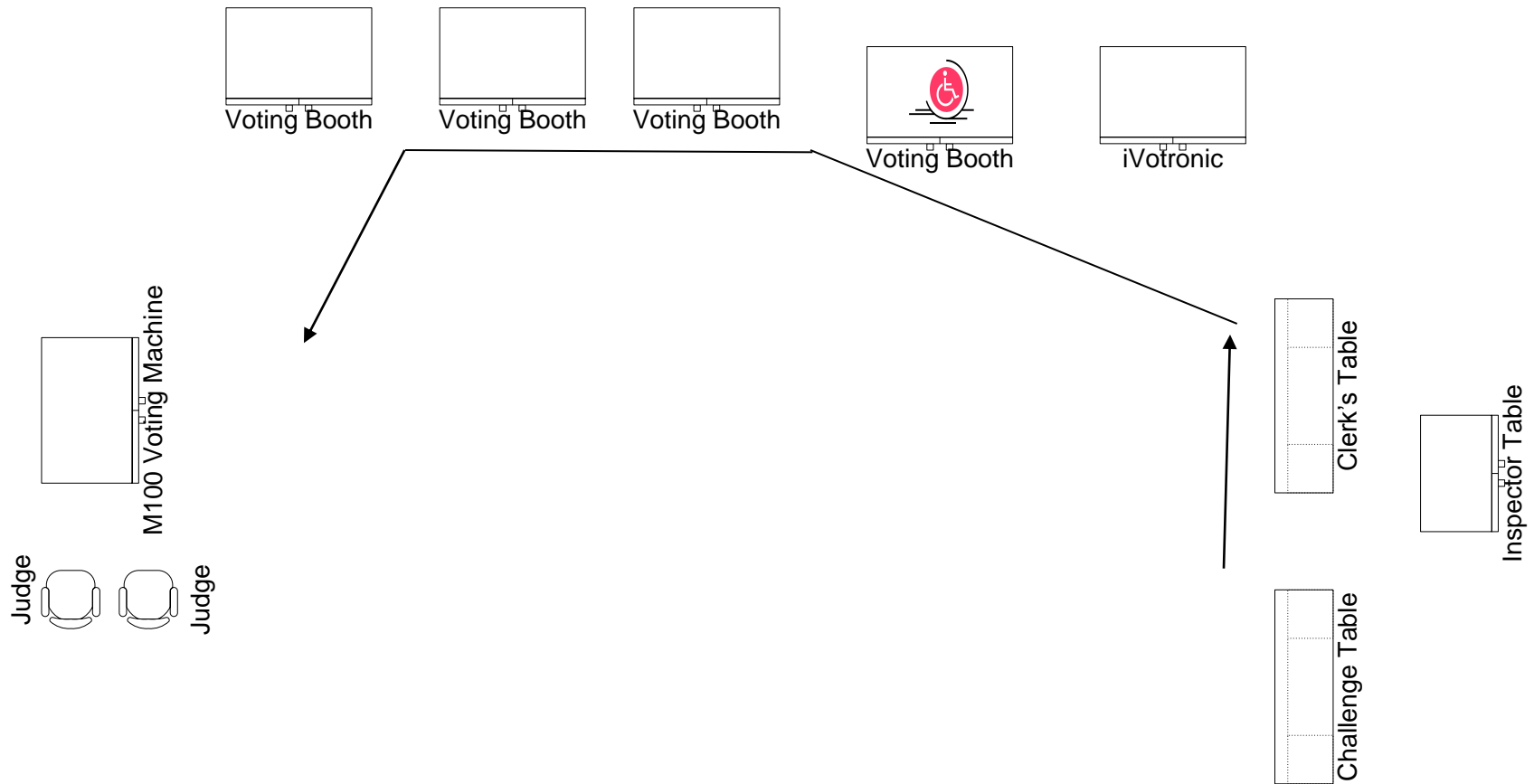
Arrive at 5AM

- **All poll workers need to arrive at their polling location at <u>5AM</u>**
  - Inspectors will receive a call at 5AM
  - Inspectors: If you are unable to serve, call 327-2000 immediately
  - Clerks/Judges: If your Inspector does not arrive at 5AM, call 327-2000 immediately

Election Morning

- **Open sealed ballot case**
  - Ensure Poll Book is the correct one for your precinct
  - Organize <u>sealed</u> packages of ballots by Democrat, Republican (and Non-Partisan, if applicable)
    - Look for a brightly colored sticker on the outside of each ballot package indicating its ballot type
    - Only open one package of ballots at a time

Do NOT pre-initial ballots. Poll workers should initial ballots as they are handed to voters.

Election Morning

- **Set-up Voting Equipment**
  - Every PRECINCT will have an M100 or optical scan ballot reader
  - Every POLLING LOCATION will have an iVotronic or touch screen machine
    - One precinct is the 'managing' precinct and will have the personalized electronic ballot (PEB) and PEB reader in their sealed ballot case
    - **iVotronic MUST be opened before the M100.**

'Managing' precinct's voting equipment must be opened before the other precincts.

Election Morning

- **Set-up Voting Equipment**
  - Boot-up Order
    - Plug-in iVotronic
    - Initialize iVotronic (place PEB in slot)
    - Plug-in M100
    - Unpack and plug-in PEB reader to M100
    - Initialize M100 using PEB reader and PEB
    - Print zero tape from M100
      - Review and confirm all races show a zero vote
      - Inspector and Judge(s) sign
      - File zero tape in its correct envelope found in the Inspector Binder

Problems Setting Up Equipment?

- **Call Inspector Hotline (327-2000) immediately!**
- **Use fail-safe procedure and continue voting**
  - Ask voters to use paper ballots
  - Hold ballots in uncounted storage bin until a tech arrives
    - Storage bin found at front of M100
    - Unlock door
    - Fold down flap
    - Lock door into place
      - After machine repaired, count ballots and fold flap back up.
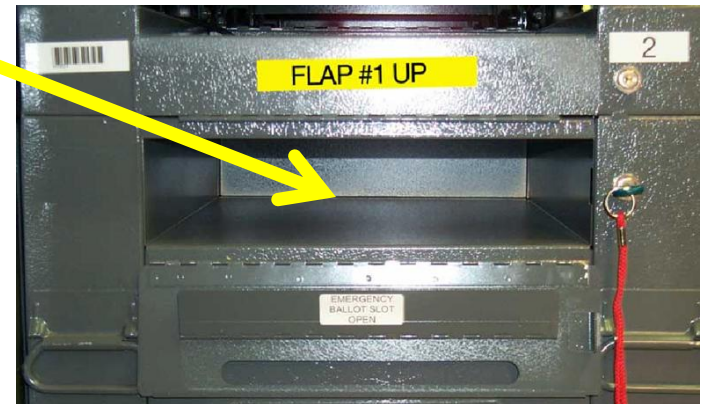
Election Morning

- **Perform administrative duties**
  - Sign oaths and affidavits (found under TAB 2 in the Inspector Binder)
  - Inventory and sort supplies
  - Pass out credentials/lanyards to poll workers
  - <u>NEW! Process first list of absentee voters in the poll book</u>
    - First list found in ballot transfer case; second list to arrive by courier
    - Must be a priority to process list as soon as possible

State law now requires Marion County to count absentee ballots at central site NOT at the precinct. Poll workers will have new responsibilities, which you'll learn more about later in this presentation.

Election Morning

- **Place signs and accessibility items outside**
  - Some sites may need additional items to make them more accessible to voters with disabilities:
    - Ramps
    - Cones
    - Doorbells
    - Disability Parking Signs

- **Place 'Official Voting Place' yard sign outside your location**
  - Found inside ballot storage bin of M100

Election Morning

- **Define the chute extending 50 feet from the entrance to the room where people vote**

  - Hang the 'no campaigning beyond this point' sign at the start of the chute

  - Do not permit candidates and others to campaign in this area (i.e. hand out leaflets, flyers, posters, etc.)

- **<u>Be ready to receive voters at 6AM</u>**

ABSENTEE VOTERS

- *Types of absentee voting*
- *NEW! Central count of absentee ballots*
- *NEW! Processing absentee voter lists*
- *NEW! Handling absentee voter challenges at precinct*
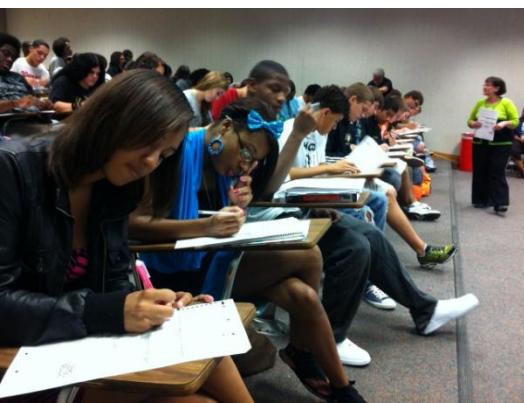
Types of Absentee Voting

- **Three Types of Absentee Voting in Indiana**
  - By Mail
    - Must complete an application each election, indicating a reason for the request but do not need ID
    - Return the application before the deadline
    - Ballot mailed to voter, but must be received by NOON (12PM) Election Day
  - Traveling Board
    - Must complete an application and return by deadline
    - Schedule an appointment for a bi-partisan team to deliver the ballot, and if requested, team can provide assistance
  - Early, In-Person
    - Available 28 days before an election in the Clerk's office
    - Do not need a reason, but do need to present a valid, government-issued photo ID

Central Count of Absentee Ballots

- **State law now requires Marion County to centrally count absentee ballots**
  - All ballots are counted at our Election Services Center on Election Day NOT at the precinct as has traditionally been done

- **Bi-Partisan <u>courier</u> teams are dispatched to drop-off and pick-up absentee voter lists at each precinct**
  - Poll workers process names in the poll book

- **Bi-Partisan <u>counter</u> teams work from central site to process absentee ballots and tabulate results**

Central Count of Absentee Ballots

- **Instead of ballots, poll workers will receive list(s) of absentee voters to process in the poll book**
  - List(s) includes names of every voter who requested an absentee ballot in the precinct
    - First list found in ballot transfer case
      - Should be processed before 6AM, if possible
    - Additional list(s) delivered by bi-partisan courier teams
      - Should be processed immediately, unless there is a line of voters at your precinct
    - Once completed, courier will take list(s) back to central site in one envelope

Processing Absentee Voters

- **Inspector should lead process in the presence of poll clerks**
  - If clerks aren't available, judges or bi-partisan courier team can stand in their place
- **Read the voter's name and address out loud**
- **Find voter's name in Poll Book**
- **Circle ABS in the Poll Book**
- **Print voter's name in signature block followed by "ABS"**
- **Check name off on absentee list**

VOTERS' POLL LIST: 2008 Primary Election   Marion County   Precinct FRA 001

ABSENTEE, AL
1278 ANYWHERE ST
INDIANAPOLIS, IN 46201-1111
DOB: 1/1/1900

Address Unchanged: ☐
Name/Address Change ☐

D ☐ R ☐ NP ☐

SIGN HERE

Al Absentee - ABS

ABS

Al Absentee

Processing Absentee Voters

- **List(s) contain name of every voter REQUESTING an absentee ballot**
    - Indiana's central count absentee laws consider a person **REQUESTING** an absentee ballot to be an absentee voter

Process EVERY NAME on the Absentee Voter List(s) into the poll book. Questions? Call 327-2000

- **Before setting your list(s) aside, flip to the last page and record the <u>total number </u>of absentee voters on your Ballot & Signature Audit Log**
    - Found under Tab 3 in the Inspector Binder

Processing Absentee Voters

- **What if:**
  - Voter not found in poll book?
    - Write 'not in poll book' to the left of the voter's name on ABS list
  - Voter votes in person at precinct before list is processed?
    - Write 'voted in person' to the left of the voter's name on ABS list
  - Voter is challenged?
    - Write 'challenged' to the left of the voter's name on ABS list
    - Make sure to include a completed challenge affidavit (PRE-4)
      - See next slide

⚠️ **Issues will be addressed at the central site. Your ABS problem not listed? Other questions? Call Hotline at 327-2000**

Handling Absentee Voter Challenges

- **Absentee voters can be challenged at the precinct**
  - If challengers are present, Inspector should tell them the absentee voters are going to be processed in the poll book
  - Inspector reads names out loud as poll clerks process names in the poll book
  - If challenged:
    - Challenger should complete PRE-4, the state's challenge form
      - Found in Inspector Binder under Tab 3
    - Poll clerks should write 'challenged' next to name on absentee voter list to alert central count team
    - PRE-4 should be included in the materials returned by the courier
  - Once names are read, the absentee voter can no longer be challenged at the precinct

⚠️ **Questions? Call 327-2000**

Processing Absentee Voters

- **If a voter comes to vote at your precinct on Election Day AND the voter has been processed as an absentee voter in the poll book:**
  - Voter <u>must</u> return their absentee ballot to Election Services Center and get permission from the Board to return to their home precinct to vote before the polls close at 6PM
    - Provide instruction sheet to voter
      - Multiple copies found inside colored folder
      - One copy found in the Inspector Binder
    - Encourage voter to go to central site!
      - Voter must bring ballot/envelope with them
    - Voter can cast a provisional ballot at the precinct but there is no guarantee it will be counted

Processing Absentee Voters

- **CON'T - If a voter comes to vote at your precinct on Election Day AND the voter has been processed as an absentee voter in the poll book:**
  - Voter will receive permission slip from MCEB and return to home precinct to vote
    - Poll workers will find voter's name in poll book
    - Voter should be asked to present proper ID
    - Poll workers will cross-out the 'ABS' circle on the poll book and put a line through the printed name in the signature block
      - Poll workers should write their initials next to the corrections
    - Voter should sign their name above the printed name in the signature block
    - Voter receives a regular ballot and casts it before leaving

Returning Absentee Materials

- **Bi-Partisan Courier Teams will arrive with an envelope to secure:**
  - Processed absentee voter list(s)
  - Challenge Forms (PRE-4)
- **Inspector & Poll Clerks sign the outside of the envelope where noted**
- **Secure envelope with seal & initial**
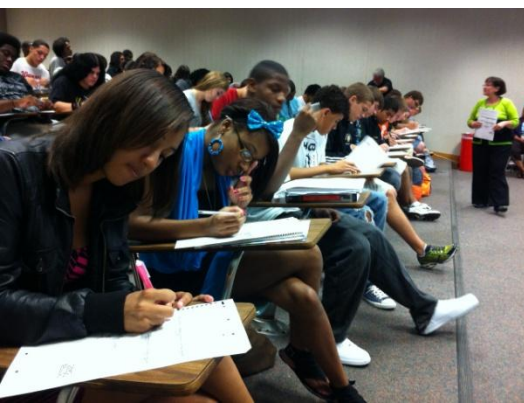 - Bi-partisan seals found in poll kit

Absentee ballots cannot be counted until the lists are returned to the central site! Processing your absentee voter lists must be a priority to prevent delays in election results.

RECEIVING VOTERS

- *Seven steps at the Clerks' table*
- *How to use the voting equipment*
- *Provisional ballots*
- *Make your site accessible to all voters!*

Basics: Seven Steps

- **When a voter arrives, the Clerks…**
  1. Greet voter (with a smile!)
  2. Ask for and find the voter's name in the Poll Book
  3. Check voter's photo ID

  Refresher: ID must have a photo; be current or expired after Nov. 6, 2012; be issued by the state of Indiana or federal government; AND voter's name on ID must reasonably conform to name in Poll Book.

  4. Allow voter to sign Poll Book
  5. Determine if voter wants a paper ballot or wishes to use the iVotronic

Basics: Seven Steps

- **When a voter arrives, the Clerks…**

  6. Ask if voter wants a Democrat or Republican AND <u>circle voter's choice in poll book</u>

  - *Remember, non-partisan is an option ONLY in Decatur Township this election!*

  7. Initial the back of the paper ballot OR hand iVotronic card to voter

Voters Using the M100

- **Select correct ballot type (D, R, NP)**

To confirm partisan ballot type, look for:
- Color band
  - Green = Democratic
  - Yellow = Republican

  See next slide for 17-year old indicators
  - No Color = Non-Partisan
- Party designation at written at the top of the ballot

Voters Using the M100

Voters Using the M100

- **Confirm voter's precinct on the back**

Voters Using the M100

- **Initial back of the ballot**

Don't forget: Two sets of initials MUST be on the back of ballot!

– If no Clerks, OK for Judge and Inspector to initial.

– If Inspector only poll worker, Inspector should initial twice.

IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS

OFFICIAL BALLOT

THIS SIDE IS BLANK

PRECINCT(S)

Fr-001 Split A
Fr-005 Split A

Clerks' Initials

STYLE 23 | BACK OF BALLOT | Typ:01 Seq:0023 Spl:01

Voters Using the M100

- **Remind voters to follow instructions**

Some offices instruct the voter to only vote for one.

Some offices instruct the voter to select multiple candidates. For example:
"Vote For No More Than EIGHT (8)"

- **There may be races on the back of the ballot!**
  - Remind voters to turn the ballot over before casting their votes

Voters Using the M100

- **When finished, ballot is inserted under the black flap of the M100**
  - Does not matter if ballot is face up or face down, forward or backward
- **If voter selects too many candidates in a particular race, the M100 will beep**
  - Voter presses 'accept' if they intended to overvote
  - Voter presses 'reject' if they made an error and would like to vote again
    - Ballot should be marked 'spoiled' and placed in 'Spoiled Ballots Envelope'
    - Clerks will initial and provide voter with a new ballot

Voters using the iVotronic

- **Ask iVotronic voter if they want a Democrat or Republican ballot**
- **Find a blank iVotronic ballot card**
  - iVotronic cards found in zipper pack of Inspector Binder
- **Print the following information on the card:**
  - Voter's township, ward and precinct
  - Circle voter's partisan ballot choice (Democrat or Republican)
  - Check mark if 17-year old voter
- **Clerk hands card to voter and directs to a Judge**

Voters Using the iVotronic

- **Judge inserts the PEB into the iVotronic**
- **Voter hands iVotronic card to Judge**
- **Judge selects voter's ward/precinct (see next slides)**
  - If only one precinct reporting to your polling location, skip this step
- **Judge selects correct partisan choice**
  - Dem or Dem17 (underage voter) or Rep or Rep17
    - Decatur Township voters will have a non-partisan option
- **Judge removes PEB**
- **Judge touches screen to activate a visual ballot**
  - See next slides for instructions on activating an audio ballot
- **Judge moves away from machine**

Voters Using the iVotronic

PRECINCT SELECTION

01-01

01-02

Page 1 of 2

iVotronic Card is the key to selecting the correct electronic ballot for the voter!

- If multiple precincts are using the same iVotronic, you will FIRST need to pick voter's ward/precinct

  - ***Only one precinct at your site? Skip this step***

iVotronic Card

Township: *Center* Ward: *01* Precinct: *02*

Circle One:
Democrat   Republican

17-year old? Yes _____ No _____

Voters Using the iVotronic

BALLOT SELECTION MENU

DEM – Ballot Style #5

DEM17 – Ballot Style #4

REP – Ballot Style #3

REP17 – Ballot Style #4

Page 1 of 1

iVotronic Card is the key to selecting the correct electronic ballot for the voter!

iVotronic Card
Township: *Center*   Ward: *01* Precinct: *02*

Circle One:
Democrat   Republican

17-year old? Yes _____   No _____

- Pick correct partisan ballot for voter
  - *Notice the special notation for a 17-year old ballot for either political party on the iVotronic's ballot selection menu*

Voters Using the iVotronic

- **Voter touches the screen and ballot instructions appear**

- **Voter is guided through the process to touch the screen and make their selections**

- **Once concluded, iVotronic will confirm voter's selection**

- **Voter presses "VOTE" on the screen or the "VOTE" button above the screen**

Do NOT let your voter leave until their ballot is cast on the iVotronic. If they do leave before the process is complete, call 327-2000 and operators will assist you.

iVotronic Accessibility Options

- **iVotronic can be unplugged and removed from its stand**
  - Place on a table/tray of a wheelchair or scooter user
  - iVotronic can operate on battery power for a short time but be sure to plug it back in once voter is finished

- **Audio ballot for voters with a visual disability**
  - Headphones and headphone ear covers found in Poll Kit
  - Headphone jack found on the lower right side of iVotronic
  - Braille-enabled buttons to help voters navigate through the menu

iVotronic Accessibility Options

- **How to access the iVotronic's audio ballot**
  - Plug in headphones
  - Hand voter the headphones and ask if you can guide them up to the machine
  - Let them feel the perimeter of the iVotronic's face to find the buttons
    - You might also tell them where to feel on the top and bottom
  - Insert PEB
  - Select correct ward/precinct and ballot style for the voter
  - Press green button to activate audio ballot

When using an audio ballot on the iVotronic, the screen will intentionally go blank in order to give the voter full confidence they are voting privately.

iVotronic Accessibility Options

- **How a voter uses the iVotronic's audio ballot**
  - Listen to instructions first
  - Use the yellow up and down arrows to select the contests (i.e. president, mayor, school board, council)
  - Use the green button to make their candidate selection within the contest
  - Press 'VOTE' button at top of the screen when finished
    - Poll workers: you'll notice the button blinking red, which should help you know when the voter is concluding their time on the iVotronic.

Provisional Ballots

- **Provisional Ballots:**
  - Should be used only AFTER exhausting all options that would permit a voter to legally cast their ballot.
  - Ensure a person is never denied the opportunity to vote, even if it ultimately will not be counted

- **Common scenarios:**
  - Voter went to wrong table inside the polling place OR to the wrong site
    - Call the hotline – 327-2000 – to make sure voter is registered & determine correct precinct
    - Either send voter to correct area inside your polling place or give them the name and address of the correct site
      - Ballot MUST be cast in voter's home precinct or it can't be counted!
  - Voter does not have a valid, government-issued photo ID
    - Voter can bring their ID to the Election Board no later than noon, ten days after the election
  - Voter is not registered to vote
    - **Call the hotline – 327-2000 – before making this determination!**
      - After speaking to Voter Registration, a person who is not registered to vote in Marion County should be offered a provisional ballot to be reviewed at a later time.

Provisional Ballots

- **Provisional ballot kit is found inside your Poll Kit**
  - Contains:
    - Security envelope pre-printed front and back with the PRE-4 and PRO-2
      - PRE-4 completed and signed by challenger and challenged voter
      - PRO-2 completed and signed by challenged voter
    - 'Provisional Ballot' stickers
    - PRO-9
      - Take-away for voter to notify them of their rights

"Special" provisional ballots are NOT printed. The voter is given a regular ballot with a 'provisional ballot' sticker placed on it.

Provisional Ballots

- **Steps to issue a provisional ballot:**
  - Call 327-2000 to determine whether or not a person can legally cast a regular ballot
    - Voter could be accidentally left off Poll Book or in wrong location
  - Remove a security envelope from provisional ballot kit
  - Poll worker/challenger and voter should fully complete the PRE-4 found on the back of security envelope
  - Issue a ballot
    - Use a regular ballot but place a provisional ballot sticker on it
    - Initial back of ballot

It is critical that the PRE-4 and PRO-2 – the affidavits on both sides of the envelope – are <u>filled out accurately and completely</u>. This information is used by the Election Board to determine if the voter's ballot can be counted.

Provisional Ballots

- **Steps to issue a provisional ballot:**
  - Ask voter to seal completed ballot in security envelope
    - **DO NOT allow a voter to cast a provisional ballot on the M100!**
  - Ask voter to complete and sign the PRO-2 on the front of the envelope
  - Give voter the take-away (PRO-9) found in the provisional ballot kit to inform them of their rights

Do NOT allow a provisional voter to cast their ballot on the M100. Any provisional ballot must be sealed in a security envelope!

Assisting Voters

- **Polling location should be welcoming to all voters**
  - At a large polling location, ask Judges to rotate and greet voters, guiding them to the correct precinct table
    - Maps of all the precincts are found in the Poll Kit
    - If voter isn't sure and maps aren't helpful, let them know about our phone-based polling place locator
      - Call 327-VOTE (327-8683)
      - When prompted, pick the option for the polling place locator
      - Voter enters date of birth and numeric portion of their street address to determine polling site
  - Make sure site is navigable
    - Leave a five foot area around voting booths and equipment to help wheelchair/scooter users

Assisting Voters

- **Use common courtesies**
  - Always ask first is a person with a disability needs help
    - Assist a person who is blind by offering your arm or shoulder for the person to hold as you guide them to a voting machine
  - Always look and speak directly to a person with a disability - not the interpreter, companion or helper
  - When greeting a person who is blind or has low vision, always identify yourself
  - Don't shout!
  - Signal with a tap or wave to get the attention of a person who is deaf
    - Face the person and speak clearly but naturally, don't exaggerate

Affidavit of Voter Assistance

- **Voter may be assisted with voting only if:**
  - Voter has a disability or is unable to read or write the English language
  - Voter requests assistance BEFORE entering the voting booth

- **Anyone can be designated to assist the voter EXCEPT for the voter's employer or union representative**
  - If asked, BOTH Judges must assist the voter
    - First, complete the affidavit of voter assistance (PRE-3) found under tab 3 of the Inspector Binder

CLOSING THE POLLS

- *Declare the polls closed*
- *Shut down voting equipment*
- *Remove and return electronic media*
- *Pack up polling location*
- *Prepare closing paperwork*
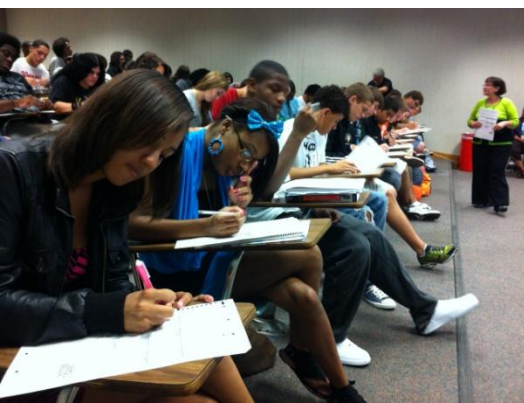
Declare Polls Closed

- **Inspector declares polls closed at 6PM**
  - Inspect the chute
  - Any voter in the chute at 6PM MUST be allowed to vote
    - At 6PM the iVotronic will prepare to shut down. If the voter wants to use the iVotronic, press 'exit this menu' and proceed with voting
- **Make sure only properly credentialed people remain in the polling location**

Shut Down Equipment

- **Wait for all voters to leave before shutting down the voting equipment**

Reminders: Double-check that uncounted storage bin does NOT contain ballots – and shut down iVotronic first!

- **Remove electronic media**
  - Each precinct MUST return an M100 card
  - Managing precinct MUST return the M100 card, PEB & iVotronic flash card
    - Bubble pack (found in Poll Kit) will tell you exactly what to return in it

Pack & Return Electronic Media

Every Precinct Returns

M100 Card

Found sealed in front of scanner in the 'garage'

Managing Precincts Return:

M100 Card

Found sealed in front of scanner in the 'garage'

+

PEB
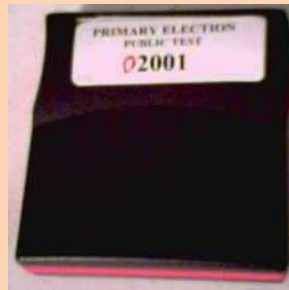
iVotronic Flash Card

Found sealed in rear of iVotronic

Closing Paperwork: Ballot Accounting Certificate

- **To complete the Ballot Accounting Certificate, you need:**
  - Ballot and Signature Audit Log
    - Found under Tab 3 in Inspector Binder
    - Clerks track number of ballots cast on M100 and iVotronic and count number of signatures in Poll Book throughout the day
    - NEW! Clerks should write the total number of absentee voters on the list
    - See form for full instructions
  - Count of unvoted ballots
    - Unopened packages are 50 ballots each
  - Count of voted ballots
  - Count of provisional ballots
  - Public count from the iVotronic
  - Count of in-person voters and absentee voters in Poll Book

- **Follow instructions on the form**

Other Closing Paperwork

- **Inspector Affidavit (PRE-10)**
- **Statement of Expense (PRE-2)**
  - Make sure all poll workers complete this form, especially those that work half day
  - Write legibly
    - Unreadable information will delay payment to poll workers
  - One person should mark 'cell phone reimbursement'
    - MCEB will give a $5 stipend to one person, usually the Inspector, who uses their cell phone for official Election Day business
- **Precinct Oath Book (PRE-1)**
  - Should be completed at the start of the voting day
  - Found under tab 2 of the Inspector Binder

Returning Materials

- **General Instructions:**
  - Unpack envelopes, bags and seals from the Poll Kit
    - Organize during voting day
    - Ask Judges to pre-initial the seals to speed up closing
  - Not all bags and envelopes will be used
    - Do NOT seal or write-on unused bags/envelopes so that they can be reused in future elections
  - Take care to pack-up materials in their proper kits, bags and envelopes to ensure smoother check-out at regional sites

Take time to read the outside of bags and envelopes! Everything you need to include in them will be outlined here.

Returning Materials

- **Unvoted Ballots**
  - Place unvoted ballots in the 'Unused Ballots' bag, seal and complete form on front of bag
- **Voted Ballots**
  - Place voted ballots AND yellow copy of the Ballot Accounting Certificate in the 'Voted Ballots' bag, seal and complete form on front of bag
- **Provisional Ballots**
  - Completed provisional ballots should be placed in the PRO-4 envelope found in the Poll Kit
  - Spoiled provisional ballots should be placed in the PRO-6 envelope found in the Poll Kit
  - Unused provisional ballot envelopes and materials should remain in the <u>unsealed</u> provisional ballot kit

Returning Materials

- **Ballot Transfer Case**
  - Contents at closing:
    - Unvoted ballots in properly sealed bag
    - Voted ballots in properly sealed bag
      - Include yellow copy of completed Ballot Accounting Certificate
    - Spoiled/defective regular ballots in properly sealed bag
    - Spoiled/defective provisional ballots in properly sealed bag
    - PEB reader, if managing precinct
  - Seal Ballot Transfer Case on both ends
    - Found in zipper pack of Inspector Binder
    - Record seal numbers on the Ballot Accounting Certificate

⚠ **Once Ballot Transfer Case is sealed, it cannot be opened. Please take care to return only those items listed above.**

Returning Materials

- **Closed Polls Envelope**
  - Ballot and Signature Audit Log
  - Ballot Accounting Certificate
    - Completed white copy
  - Oaths (PRE-1)
  - Inspector Affidavit
  - If used, the following should be in this envelope at the close of the polls:
    - Declared Write-In Candidate Form (White Copy-General Election Only)
    - Completed Affidavit of Voter Assistance (PRE-3)
    - Completed Replacement of Precinct Official (PRE-8)
    - Completed Public Safety or Military Affidavit (PRE-19)

Closed polls envelope is returned in the Red Bag! See next slide.

Returning Materials

- **Red Bag**
  - Bubble Pack (VERY IMPORTANT)
    - M100 Card
    - Managing Precincts only: iVotronic Flash Card and PEB
  - Zero Tape Envelope
  - Totals Tape Envelope
  - Voted Provisional Ballots (PRO-4) (<u>VERY IMPORTANT</u>)
  - Provisional Ballots After the Polls Close envelopes (PRO-5)
    - Rarely used
  - Closed Polls Envelope
  - Completed Statement of Expense

⚠ DO NOT PUT YOUR RED BAG INSIDE THE BALLOT TRANSFER CASE!

Returning Materials

- **Poll Kit**
  - Poll Book
    - Returned in the sealed 'Poll Book Envelope'
    - Any VRG 4/12's (name/address change affidavit) should go inside your Poll Book
  - Inspector Binder
  - Posters, signs, etc.
  - Office supplies (pens, tape, wire cutters, calculators)
  - Unused forms
  - Anything else that doesn't belong in the Red Bag or Ballot Transfer Case

Do NOT seal your Poll Book in the Ballot Transfer Case.
The poll book is returned in your Poll Kit because it does not fit in the Red Bag.

Packing Up

- **Pack up voting booths**
- **Secure voting equipment & leave at site**
  - iVotronic MUST be in sealed in its case
  - Place lid back on M100 and lock up the scanner
- **Put 'official voting site' sign back in the ballot storage bin**
- **Breakdown any ADA equipment, if provided**

**Please return your polling location to its original set-up.
The best 'thank you' to the people allowing us to use their space is leaving it clean and organized.**

Deliver Materials to Regional Sites

- **Inspectors should extend an offer to Judge of opposite political party to travel with you to regional site you picked up materials**

- **Make sure you deliver these three items:**
  - Sealed Red Bag
    - Especially the bubble pack with electronic media!
    - **DO NOT PUT THE RED BAG INSIDE THE BALLOT TRANSFER CASE**
  - Sealed Ballot Transfer Case
  - Poll Kit
    - Double check Poll Book was sealed in its envelope and placed in the kit

- **If you are missing items, you may not be able to check-in to your regional site**

Regional sites are open until 10PM. After 10PM, please deliver materials to Election Services Center, 3737 E. Washington St.

SCENARIOS

- *Call 327-2000 with questions on Election Day!*
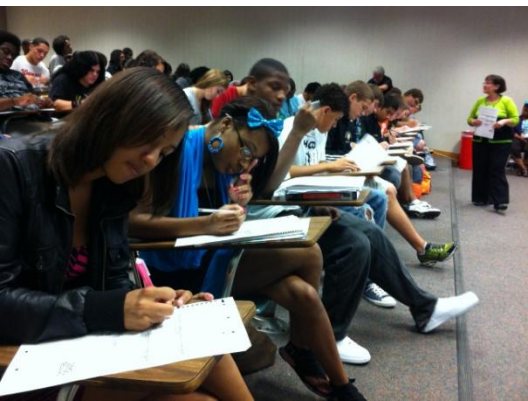
Voter Not in Poll Book

- **Michael Missing shows up but he is not in the Poll Book. He has lived at his current address for 50 years. What should you do?**
  - Call 327-2000 and press 1
  - Voter Registration can look up his information
    - Michael may be in the wrong location or accidentally left off of the Poll Book

Voter Not in Poll Book

- **If Michael is in the wrong location…**
  - His polling location might have changed
    - Mayor's Office picks the sites, which are subject to change each election
  - Provide Michael with his correct polling location, which Voter Registration should provide to you over the phone
    - Michael can also confirm his location by:
      - Calling 327-VOTE (327-8683) and use the phone-based polling place locator
      - Using a smartphone or computer to access the Voter Information Portal at indy.gov/VIP

Voter Not in Poll Book

- **If Michael was accidentally left off of the Poll Book…**

  - Voter Registration will confirm the person is properly registered to vote and provide a Certificate of Error number

  - Clerk notes the number in the back of the Poll Book

  - Voter casts a regular ballot

Absentee Voter Appears At Polling Site

- **Absentee Al thought he'd be out of town for Election Day and requested a ballot to vote by mail. His trip was cancelled so instead of mailing back his ballot, he decides to go vote at his precinct on Election Day. Under the new central count rules, can he vote at his polling site?**
    - Yes, BUT ONLY after he follows these steps:
        - Return to the Election Services Center with his absentee ballot
        - Receive a permission form from the Election Board to vote at precinct
        - Return to polling place before polls close at 6PM with the permission form
            - Poll workers should follow process noted on the back of the permission slip

Voter Needs to Change Name

- **Susie Rich is flashing her new diamond wedding ring and informs everyone of her new name at the Clerks' table. What should you do?**

  - Find Susie in the Poll Book under her old last name
  - Susie completes the Name Change Affidavit (VRG-4/12) found in the Inspector Binder
  - Susie signs the Poll Book with her new name
  - Allow Susie to vote

Voter Moved Since Last Election

- **Vickie Voter forgot to update her voter registration after she moved earlier this year. What should she do?**
  - Vickie may be able to vote in her old precinct one last time IF she moved within the same county AND same Congressional district within a specific time period.
    - See page 22 of the Secretary of State's handbook for a helpful flowchart or call 327-2000 for assistance
  - If she is permitted to vote at her old precinct, she should complete a VRG-4/12 (found in the Inspector Binder) to update her registration

Party Challenge (PRE-6)

- **Darlene Democrat, a well-known Democrat officeholder, reaches the clerk's table and asks for a Republican primary ballot. Ricky Republican, a registered voter in the same precinct, challenges her selection. What do you do?**
  - Give Ricky a Party Challenge Affidavit (PRE-6), which is found in the Inspector Binder
  - Ricky fills out the front
  - To overcome the challenge, Darlene fills out the back of the form
  - Darlene is allowed to vote

Voter Forgot Photo ID

- **Problem Paul appears at the Poll site and has forgotten his photo ID. What should you do?**
  - If Paul does not want to come back with his photo ID, he can cast a provisional ballot.
    - Paul has 10 days to bring his ID to the Election Board located in Room W-122 in the City-County Building, 200 E. Washington Street
    - If he does not bring an ID to the Election Board within 10 days, his vote will NOT be counted
      - There is a noon deadline on the last day!
  - If he leaves to go get his ID, he should NOT sign the Poll Book
    - If he accidentally signs the Poll Book, he needs to vote by provisional ballot and follow the instructions above

Voter Signs Poll Book But Forgot ID

- **Eddie Excitement is a first time voter and enthusiastically signs the Poll Book before the Precinct Election Board realizes he does not have proper ID. What should you do?**
  - Because he signed the Poll Book, Eddie MUST cast a provisional ballot
  - Like Paul, Eddie will need to visit the Election Board office by noon ten days after Election Day and show his valid ID

Media Watcher Credentials

- **Robert Reporter walks into the polling location and shows his proper credentials to the poll workers. He asks for a public count of the machines. What do you do?**

  – As long as he has the proper credentials, you can provide this information to him

  – Robert can also photograph or film voters in polling location

    - Voter must consent
    - May NOT photograph in any way that would convey how the person voted their ballot

Candidates Voting in their Precinct

- **Carl Candidate is planning to go to his precinct to vote on Election Day. Is he allowed to do so?**
  - Yes.
  - While candidates (and their immediate family) cannot serve as poll workers in precincts where the candidate's name appears, state law permits them to vote in their precinct on Election Day.
  - After Carl finishes voting, any politicking MUST be done outside of the chute

Poll Book Holders

- **Judy is a Clerk on Election Day, but her political party also has appointed her to be the Poll Book holder (or the person holding the scratch list). Can she serve as both?**

  - Yes.

  - State law permits Clerks to also manage the scratch lists for their political party.

  - However, their work as a 'poll book holder' cannot interfere with their service to the Election Board

FINAL REVIEW & REMINDERS
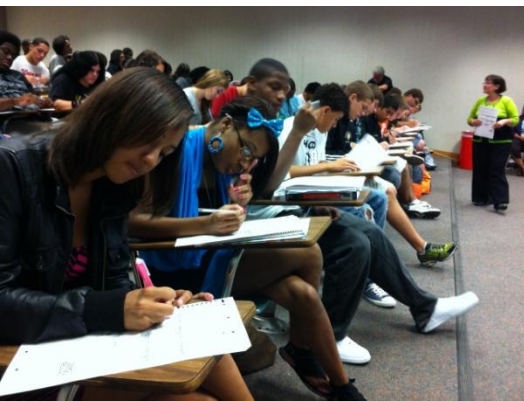
- *Central Count of Absentee Ballots*
- *Primary Ballot = Party Preference*
- *Exit Polling*
- *Arrive at 5AM*
- *Return ALL electronic media*
- *Don't forget to vote!*

Central Count of Absentee Ballots

- **Promptly Process Names in Poll Book**
  - Process your first list of absentee voters before the polls open on Election Day (NOT the night before)
  - Wait for couriers to arrive with second list and process as quickly as possible
  - Be sure to mark every person on your list as an absentee (ABS) voter in your poll book

Central Count teams cannot start processing ballots until lists are returned to the Election Services Center. Please process absentee voter lists quickly and accurately.

Primary Election = Party Preference

- **Voters MUST pick either a Democrat or Republican ballot in a Primary Election**
  - Only voters in Decatur Township have a non-partisan ballot option as a result of the school referendum
    - Public question IS on the Democrat and Republican ballot in Decatur Township; don't give a partisan voter two ballots!
- **Poll workers MUST circle the ballot type (D, R, NP) the voter selects in the poll book**

Watchers & Exit Polling

- **Watchers**
  - In addition to local county party chairs, state party chairs can also appoint watchers
    - May result in two watchers from a political party at the precinct on Election Day – one from state, the other from county

- **Exit Polling**
  - Exit polling is permitted
  - Pollster should be instructed to stand outside of the chute
    - Can speak to voters exiting the polls, but the voter does not need to respond
  - Pollster typically will have credentials from their organization to verify their work on Election Day

Arrive at 5AM

- **Critical that EVERY poll worker arrive at 5AM**
  - Central Count adds extra work so EVERYONE arrive at 5!
- **Inspectors:**
  - Expect a 'wake-up' call at 5AM
  - If you are going to be late or can't fulfill your responsibility, call 327-2000 immediately
    - If you know the night before, call 327-2000 so we can make arrangements for you to deliver your materials and back-up Inspectors can be deployed
- **Clerks/Judges:**
  - If your Inspector has not arrived by 5AM, call 327-2000 immediately

Return All Electronic Media

- **Place in bubble pack and put in the Red Bag**
  - If you forget to return the electronic media, you will be sent back to your polling location to retrieve it!

- **Every Precinct Returns an M100 card**

- **Managing Precincts Return an M100 card AND PEB AND iVotronic Flash Card**
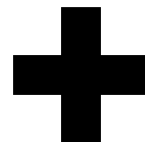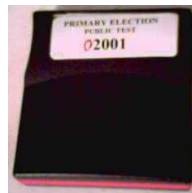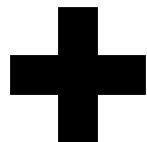
Bubble pack found in your Poll Kit will list what you need to include in it. Look for 'Don't Forget Me!' tags on the M100 and iVotronic flash cards, too.

Don't forget to vote!

- **If you are not working at your home precinct, be sure to vote before Election Day!**
  - Vote by mail
    - Monday, April 28 is deadline to submit application
    - Ballots due by 12PM on Election Day at Election Services Center
      - ESC: 3737 E. Washington St. (Washington & Sherman)
  - Early voting in the Clerk's Office
    - Weekdays, Tuesday, April 8 to Friday, April 25: 8AM to 5PM
    - Saturday, April 26 & Sunday, April 27: 10AM to 5PM
    - Monday, April 28 through Friday, May 2: 8AM to 7PM
    - Saturday, May 3 & Sunday, May 4: 10AM to 5PM
    - Last day! Monday, May 5: 8AM to NOON

Additional Training

- **Training materials are for reference, not memorization**
  - Review Inspector Binder before Election Day
  - Refer to materials in Secretary of State's Handbook
- **Online resources**
  - Streaming video of poll worker training
  - PowerPoint presentations of all training
- **Training video will air on WCTY Channel 16 and Government TV 2**
  - For cable television viewers in Marion County:
    - Channel 16 can be viewed on Comcast Channel 16, Bright House Networks Channel 16 and on AT&T Channel 99
    - Government TV2 is available on Comcast Channel 28, Bright House Networks Channel 17 and AT&T Channel 99

THANK YOU!